



<b>Title:</b>	Child Nutrition Supervisor
<b>Reports to:</b>	Director for Child Nutrition
<b>Terms of Employment:</b>	Full-time
<b>Salary:</b>	State Salary Schedule

### **Qualifications:**

- Bachelor's Degree, or equivalent educational experience with academic major in food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field and at least eight hours of food safety training either not more than five years prior to the starting date or completed within 30 days of the employee's start date; OR
- Bachelor's degree in any academic major and at least 5 years' experience in management of school nutrition programs and at least eight hours of food safety training either not more than five years prior to the starting date or completed within 30 days of the employee's start date;
- Registered Dietician preferred

### **Essential Job Functions:**

1. Assure compliance of Federal, State, and Local guidelines and regulations governing child nutrition programs through menu planning and nutrition analysis responsibilities
2. Assume responsibility for personnel management (e.g., employee interviews and selection process, and the placement and transfer of employees); provide guidance and assistance to less experienced managers in resolving personnel problems; recommend and implement corrective discipline procedures; conduct annual manager evaluations.
3. Collaborate with a multidiscipline team to ensure special diet needs of students are met
4. Monitor records of each school's planning and production record, account of meals served, free and reduced price meal applications, and pre-paid money balance; perform annual claim audit for each school; review other relevant records and reports.
5. Communicate with school administrators, teachers, parents, and students to resolve specific problems or concerns relating to food service policies and procedures.
6. Consult with cafeteria managers on organization of and staffing issues (e.g., job rotation, hours.)
7. Assist in the coordination, planning, and instruction of some workshops, meetings, and training programs.
8. Perform special assignments delegated by Department Director, which may include special reports or long-term planning projects.
9. Responsible for ensuring that each work site utilizes work schedules accordingly. Ensure that staff expectations, assignments, and work schedules are communicated to staff.
10. Assign duties to managers. Monitor managers to ensure completion of all duties through various records and reports.
11. Establish and conduct workshops for school food service managers on subjects relating to nutrition, principles of food preparation, food service sanitation, safety, equipment use, care and maintenance, management principles, etc.
12. Ensure adherence to all policies and procedures for compliance with health, nutrition, and safety standards according to Federal, State, and Local regulations.
13. Conduct on-site visits at assigned school cafeterias. Monitor free and reduced price meal applications, cash receipts and records, inventory levels, and other financial records or reports submitted by food service managers to the central office.
14. Plan, arrange, and conduct formal training sessions for school food service personnel in the area of safety and sanitation. Conduct managers' workshops to train managers on new or revised policies, procedures, or concerns.

15. Conduct performance evaluations with employees to discuss performance problems or personal difficulties. Advise managers of alternative approaches when counseling and managing subordinates.
16. Provide formal written evaluations of subordinate managers on an annual basis. Conduct periodic spot checks of operations of assigned, individual school cafeterias.
17. Performs other duties and responsibilities as assigned by supervisor

The major physical and cognitive requirements listed below are applicable to the **Child Nutrition Supervisor** job classification within the Child Nutrition Department of Harnett County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of up to 50 pounds of force occasionally and up to 30 pounds of force frequently and up to 10 pounds of force constantly to move objects.

Must be able to:

- stand for six continuous hours
- stoop, squat, kneel and/or bend in a manner that allows the palms to touch the floor (as in cleaning of baseboards, equipment, etc.)
- bend from a standing position in a manner that allows the palms to touch the knees (as in washing of pots and pans in deep sinks and cleaning milk boxes)
- bend from the waist in a standing position with arms outstretched for an extended period of time (as in service of food)
- twist, turn, and/or stretch from side to side that allows the shoulders to be perpendicular to the hips (as in mopping, sweeping, stocking shelves, removing food from ovens, etc.)
- lift, carry, and/or support 30 pounds from shoulder level to above the head (as in placing food in ovens, freezers, stockroom shelves, etc.)
- perform duties requiring non-repetitive motions with hands and wrists (as in slicing, dicing, washing, counting money, writing, scrubbing, scraping, etc.)
- stock, wash, prepare, serve, and handle all types of foods (be aware that some food allergies can be worsened by exposure to menu items containing those foods)
- work with caustic and non-caustic chemicals (be aware that skin allergies and sensitivities can be worsened by exposure to some cleaning chemicals; be aware that some breathing difficulties, such as asthma or emphysema, can be worsened by exposure to cleaning chemicals; rubber gloves and plastic serving gloves are available)
- work in very hot, humid environment (no air conditioning)
- maintain high standards of personal cleanliness (bathe daily and use deodorant, wear clean and pressed uniform and apron, wear clean and polished shoes, wear hairnet)
- learn food preparation, serving, and clean-up procedures
- learn sound sanitation principles
- understand and follow oral and written directions
- read and follow recipes and adjust amounts needed
- learn foods, equipment and techniques used in food preparation, service, and clean-up
- read, write, and utilize basic math skills (multiplication, division, fractions, and decimals)
- use or learn basic computer skills